

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** AST Leads, Procurement Directors, Finance Directors

**CC:** SCEIS Team, SCEIS Service Desk

**Subject:** Reminders for Processing Shopping Carts

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Good Morning SCEIS Users -

The SCEIS Team has received help requests from users regarding rejected shopping carts and shopping carts that have an Account Assignment Category of "Unknown." Below are reminders to assist users when processing shopping carts that fall into these categories.

**Editing a Rejected Shopping Cart**

Shopping cart creators can edit a "rejected" shopping cart and resubmit it for approval. For step-by-step instructions on editing a rejected shopping cart, please review the resources below:

[SRM200U Online Training Course - Manage a Rejected Shopping Cart](#)

[uPerform Business Process Procedure \(BPP\): SRM ESS Manage Rejected Shopping Cart](#)

**"Unknown" Account Assignment Category in Shopping Cart**

When an agency uses "Unknown" in the Account Assignment Category, the approver who adds the account information MUST add the account assignment information to each line item. If the account assignment information is not added to each line item, the shopping cart will be returned to the shopping cart creator. At that point, the shopping cart creator will have to create a new shopping cart.

If you have any questions about this message, contact the SCEIS Help Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or by email at [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov).

Thank you,  
The SCEIS Team